

RECORDS DISPOSITION SCHEDULE 62

ADMINISTRATIVE RECORDS

EXECUTIVE SECRETARIAT

This schedule provides records disposition standards for the Official Department of Housing and Urban Development Files maintained in the Executive Secretariat. This schedule covers correspondence to and from the Secretary as well as calendars, appointment books, logs, diaries, and all records documenting meetings, appointments, telephone calls, visits and other high level activities maintained by a given administration. Also included are the record set of press releases, letters to the editor, speeches, etc., by the Secretary. The Official HUD files should include the official correspondence and other records for the Deputy Secretary, and the White House Referrals to the Department, excluding materials determined to be personal.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
1.	a. Original records.	PERMANENT. Break files annually. Retire to Federal Records Center after microfilm is checked and verified. Transfer to the National Archives 1 year after incumbent Secretary leaves office. (NARA Job NI-207-93-2, item 1a)
	b. Microfilm (Silver halide and 1 Diazo duplicate). This certifies that the records described in this will be microfilmed in accordance with the standards set forth in 36 CFR part 1230. Agency storage conditions	PERMANENT. Break files annually. Transfer to the National Archives 1 year after incumbent Secretary leaves. (NARA Job NI-207-93-2, item 1b)

APPENDIX 62

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EXECUTIVE SECRETARIAT

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	will comply with the standards of Section 1230.22 and the inspections required by Section 1230.22 will be performed.	
	c. Records not filmed (prior to 3/79).	PERMANENT. Retire to Federal Records Center 3 years after close of calendar year. Transfer to National Archives every 10 years. In 1986, offer 1966-76 records to National Archives. (NARA Job NCI-207-82-4, item 1c)

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
d.	Consolidated Index to the HUD Official HUD Files. (This index for transfer to the National Archives, is a consolidation of all annual life indexes covering the incumbancy of a Secretary.)	
1.	ADP electronic record, including all system documentation, file specifications, codebooks, record layouts, user guides and output specifications, in accordance with 36 CFR Section 1228.188.	PERMANENT. Create and transfer to the National Archives 1 year after incumbent Secretary leaves office. (NARA Job NI-207-93-2, item 1e1)
2.	Printed version.	PERMANENT. Create and transfer to the National Archives 1 year after incumbent Secretary leaves office. (NARA Job NI-207-93-2, item 1e2)
3.	Microfilm (Silver halide and 1 Diazo duplicate). This certifies that the records described in this file will be microfilmed in accordance with the standards set forth in 36 CFR part 1230.	PERMANENT. Create and transfer to the National Archives 1 year after incumbent Secretary leaves office. (NARA Job NI-207-93-2, item 1e3)

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<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
	Agency storage conditions will comply with the standards of Section 1230.20 and the inspections required by Section 1230.22 will be performed.	